

EVIDENCE OF COMPLETION

First Name	Initial	Last Name
Date		

Clearly articulate how the work you have done and the professional learning that you have gained will result in an increase in effectiveness for your work when you are employed.

College Coursework

- For college courses **pre-approved** by the LPDC, the Treasurer/CFO/BO must submit upon completion an official transcript to the LPDC Committee. A satisfactory grade (C or above, or pass in pass/fail) on a transcript signifies that the Treasurer/CFO/BO has gained knowledge and has completed significant work in the area studied. In addition, a reflection describing how the course information has led to change in practice is required.
- Coursework/degrees must be completed for credit at an institution approved by the Ohio Board of Regents, or the equivalent in another state.
- Professional education coursework/degrees must be completed for credit at an institution approved for Treasurer/CFO/BO preparation by the OASBO LPDC.

Log of Completed Professional Development Activities

This log may be helpful to record your professional development activities. It is not required for the LPDC.

Date	Activity	Sponsor	Hours/CEU/CPE

WORKSHOP CEU VERIFICATION

First Name	Initial	Last Name		
Street Address				
City		State		Zip Code
Work Phone			Work Fax	
Email				
Home Phone				
Position				

First Name	Initial	Last Name		
Date				

Number of contact hours of workshop instruction: _____
 A workshop aligned with your goals and approved by the LPDC will equal .1 CEU for each clock hour of contact time.

1. Rationale

Explain how this CEU activity helps fulfill the goals in your IPDP, and what follow up activities supported the goals from this workshop.

2. Describe how you might apply what you have learned, or how you shared your new knowledge with colleagues.

3. Describe future related professional development work you may pursue.

4. Attachment

Attach the workshop program or synopsis indicating the workshop dates(s), daily agenda with times, and a description of workshop goals, content, and activities.

Office Use

Date Reviewed _____

CEUs Assigned _____